



**CERTIFICATE OF COMPLIANCE
FOR LOT LEGALITY
INITIAL SUBMITTAL CHECKLIST
E-2**

Development Services
Land Development Engineering
1635 Faraday Avenue
442-339-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Project Name _____

Permit No. _____ Project Engineer _____

- This submittal checklist is to be used for the processing of one lot or one group of contiguous lots.
- Submittals will be rejected if the submittal package is incomplete or current forms are not used.
- An appointment is required for the initial submittal. To schedule the appointment, call 442-339-2750 or email landev@carlsbadca.gov
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer
- In addition to the required hardcopies, PDF's are required for all items. See digital submittal standards on page 4.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Completed and signed city Engineering Plancheck Application
- _____ 4. Original and one copy of letter from property owner(s) requesting certificate of compliance
- _____ 5. *Two copies of the legal description of each lot. Each legal description on a separate 8 ½" X 11" sheet, typewritten, and labeled "Exhibit A."
- _____ 6. *Two copies of the plat, each on a separate 8 ½" X 11" sheet labeled "Exhibit B"
- _____ 7. Copy of reference maps, when applicable
- _____ 8. For each lot, two copies of the instrument originally creating the lot
- _____ 9. For each lot, two copies of the title report showing the current owner(s)
- _____ 10. Application fee
- _____ 11. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



**CERTIFICATE OF COMPLIANCE
FOR LOT LEGALITY
RESUBMITTAL CHECKLIST
E-2**

Development Services
Land Development Engineering
1635 Faraday Avenue
442-339-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____
Project Name _____
Plancher No. _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. _____ PCE Initials _____ Date _____

- Resubmittals will be rejected if the submittal package is incomplete or current forms are not used.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- In addition to the required hardcopies, PDF's are required for all items. See digital submittal standards on page 4.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN THE RESUBMITTAL:

- _____ 1. This resubmittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. All previous checkprints of legal descriptions, plats, review checklist, title reports, reference maps, and documents
- _____ 5. * _____ copies of the corrected legal description(s)
(Distribution: 1 file, 2 planchecker, _____ Other—dept.: _____)
- _____ 6. * _____ copies of the corrected plat(s)
(Distribution: 1 file, 2 planchecker, _____ Other—dept.: _____)
- _____ 7. Copy of chain of title documents
- _____ 8. Department comments: _____ Planning, _____ Other—dept.: _____
(Distribution: to indicated departments)
- _____ 9. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



**CERTIFICATE OF COMPLIANCE
FOR LOT LEGALITY
FINAL SUBMITTAL CHECKLIST
E-2**

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Permit No. _____

Project Name _____

Plancher _____ Project Engineer _____

- Resubmittals will be rejected if the submittal package is incomplete or current forms are not used.
- Appointments are required for all resubmittals. To schedule the appointment call or email the city's project engineer.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- In addition to the required hardcopies, PDF's are required for all items. See digital submittal standards on page 4.

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. All previous checkprints of legal descriptions, plats, review checklist, title reports, reference maps, and documents
- _____ 5. *Three originals of the corrected legal description(s), signed and sealed.
- _____ 6. *Three originals of the corrected plat(s), signed and sealed
- _____ 7. Department approvals: _____ Planning, _____ Other—dept.: _____
- _____ 8. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



Digital Submittal Standards for Exhibits and Documents E-2

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Initial Submittal Standards for Exhibits and Documents

- All PDF digital submittals shall be made via OneDrive or email. Email landdev@carlsbadca.gov to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- All exhibits shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Exhibits shall be combined into one complete set, no individual sheet submittals
- Save files in black and white
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Exhibits and other documents must be submitted as a separate PDF for each document type (e.g. legal descriptions, plats, title reports, calculations, reports, etc.)

Resubmittal & Final Submittal Standards for Exhibits and Documents

- All PDF digital submittals shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Exhibits and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements are the same as initial submittal standards, see above.

Naming Convention

The names of the PDF's shall match the name of the item on the submittal checklist, as an example:

<u>Submittal Checklist Item</u>	<u>Name of PDF</u>
1. This submittal checklist	1. Submittal checklist
2. Transmittal from engineer of work...	2. Transmittal
3. Completed and signed city application...	3. Application